

BATTLEFIELD ELEMENTARY

PARENT & FAMILY ENGAGEMENT POLICY

School Year 2017-2018

Revised April 21, 2017

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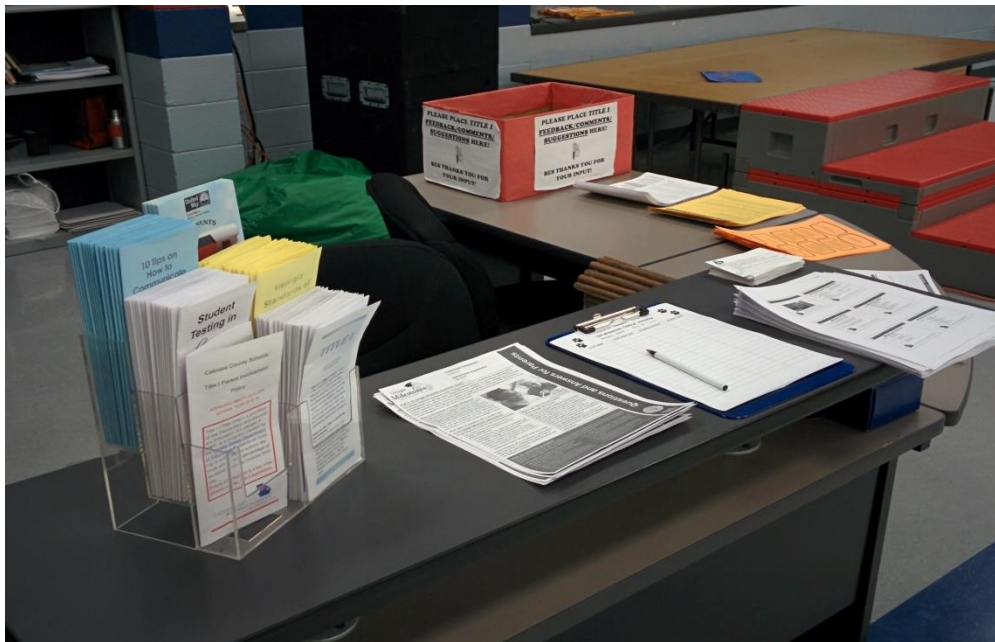
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What is a Title I School Policy?

Battlefield Elementary is identified as a Title I school as part of the Elementary and Secondary Education Act of 1965 (ESEA). Title I is designed to support state and local school reform efforts tied to challenging state academic standards in order to reinforce and enhance efforts to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support parental involvement. All Title I schools must jointly develop with all parents a written policy.

This is a plan that describes how BES will provide opportunities to improve parent engagement to support student learning. BES values the contributions and involvement of parents to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that BES will support family engagement and how parents can help plan and participate in activities and events to promote student learning at home and school

The Role of a PIC

The **Parent Involvement Coordinator** (PIC) provides assistance and information to teachers, pupil services personnel, principals and other staff members by educating staff in the value and importance of family contributions. The coordinator provides assistance by communicating and working with parents as equal partners in addition to maintaining the Family Resource Center. The B.E.S. PIC communicates with staff after every parent meeting, informing them of concerns and triumphs. System PICs present to teachers regarding the value and utility of engaging with parents in the education of their children.

Opportunities to volunteer – The PIC coordinates a volunteer program and seeks to involve parents of all demographics as volunteers. Parents are invited to volunteer at Battlefield Elementary School. A short training session is provided.

Family Engagement Programs and Activities

Battlefield Elementary School will host events that build strong parental engagement and support a partnership among the school, parents, and the community to improve student academic achievement. Meetings will be held at flexible times (morning, afternoon and evening) in order to offer all parents the opportunity to be involved. Catoosa Transit offers low cost transportation, and the BES PIC helps arrange car-pooling.

The parents at Battlefield Elementary School are invited to an Annual Title I Meeting where they are given an explanation of the Title I program and their right to be involved in their children's education. Announcement of the Annual Meeting is done on the school marquee, the newsletter and the website. To keep parents fully informed, the following handouts are distributed at the Annual Title I Meeting:

An agenda, System and School Parent and Family Engagement Policies, Testing in Georgia, GA Standards of Excellence, Components of Title 1 Schoolwide Program, & How to Communicate with your Child's Teacher trifolds.

Parents at BES will jointly develop a family engagement policy, grade-specific compacts, and a Title I Schoolwide plan. School principals develop and revise all policies and procedures related to federal programs in compliance with federal guidelines. Input is solicited throughout the year at every meeting and on the school website. Specific parent input on the Title I Schoolwide Plan is sought at the beginning of each school year.

Revision of these documents will be done by the Title I Parent Advisory Council at the end of the school year in order that these documents can be distributed at the beginning of the next school year. One exception is the compact that is crafted at the beginning of the school year. All of these documents are available on the school website, in the Family Resource Center, and distributed at every parent meeting. Documents can be mailed when necessary.

Parent meetings are offered on a variety of topics and at various times of the day to maximize parent participation. Notification will be made through a variety of media including newsletters, text alerts, telephone calls, letters, marquee, etc. Attempts will be made to eliminate barriers to family engagement such as transportation and translation or interpretation needs. Training activities are intended to enable parents to work with their children to improve achievement.



Activities for the 2017-2018 school year are based on typical events from previous years—times are subject to change

First Semester

- Open House Aug.8, 4-6pm
- Parent Orientation- Aug.15&17 6-7pm
- Volunteer Orientation- late Aug/ early Sept. 9 am
- Technology Night—Sept. time TBA*
- Parent Advisory Council—late Oct/early Nov—10 am
- Literacy/Math Night—Nov 6pm

Second Semester

- STEM Night-Jan/Feb 6 pm
- GA Milestones for Parents- Feb. (am & pm sessions)
- Parent Advisory Council Meeting—late April/early May at 11 am
- Informational Meeting for Parents of Upcoming 3rd Graders—May am/pm sessions

** some events may be combined. Additional events may happen, based on parent input. Family members should check their student's agendas for more up-to-date information about planned activities.*

Parent & Family Engagement Defined

Battlefield Elementary believes that parent and family engagement means the participation of family members in regular, two-way, and meaningful communication regarding student academic learning and other school activities. The goal of parent engagement is to ensure:

- that parents and family members play an integral role in assisting their child's learning
- that parents and family members are encouraged to be actively involved in their child's education at school
- that family members are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- the carrying out of other activities as described in this plan

In addition to regular meetings (see page 4-5) parents and family members have the right to request meetings. The PIC will take parent input to the BES administration where they will consult on the best way to incorporate requests and suggestions into the plan of action.

Workshops give parents a hands-on look at what the state curriculum means to their child.

Family Resource Center

Come visit the Family Resource Center available daily during school hours to check out books, study materials and to learn about Parent Portal. Pamphlets and brochures are readily available at all parent meetings and in the Family Resource Center. These include but are not limited to How to Communicate with Your Child's Teacher, Testing in Georgia, Components of Schoolwide Programs, Georgia Curriculum, and the Annual Title I Meeting Agenda.

School Plan for Shared Student Achievement

What is it? This is a plan that describes how Battlefield Elementary will provide opportunities to improve parent engagement to support student learning. Battlefield Elementary values the contributions and involvement of parents in order to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that Battlefield Elementary will support parent engagement and explains how parents can help plan and participate in activities and events to promote student learning at school and at home.

How is it developed? Battlefield Elementary School welcomes parent input and comments at any time regarding the plan. All parent feedback will be used to revise the plan for next year. The plan is posted on our school website for parents to view and post feedback throughout the year. We also distribute an annual survey asking parents for their suggestions on the plan and the use of funds for parent engagement. Parents can also give feedback at any time in the Family Resource Center, school office or during any parent activity. See back page for sample input card.

Who is it for? All families are encouraged and invited to fully participate in the opportunities described in this plan. Battlefield Elementary will provide full opportunity for the participation of parents with limited English, parents with disabilities and parents of migratory children.



School-Parent Compacts

Battlefield Elementary and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop together that explains how parents, teachers and students will work together to make sure all our students reach grade-level standards.

Grade-specific compacts stress the importance of communication between teachers and parents. Parents, students, and teachers sign compacts indicating the role each has in the education process. Typically, parents give input at open house. Teachers give input about how they will keep parents informed. Teachers guide students in writing their promises to achieve their best. The compacts are crafted, and parents review, adjust and approve them. Official compacts are approved at the fall meeting of the BES Parent Advisory Council. Compacts are then distributed for signatures and returned by October 31. Compacts should be used at home and at school in parent or student conferences. Compacts include items such as:

Monitoring attendance, Attending parent meetings, Supporting school activities, Helping with homework

Goals for Student Learning

District student achievement goals will be set for all students by the county. School student achievement goals will be set, based on district goals, current student data, and input from teachers and parents. This year's stated district goals are: "To improve the percentage of students scoring proficient (levels 3,4) in grades 3 through 8 and to improve the percentage of students graduating from high school."

Communication

A monthly school newsletter is distributed to parents and posted on the website. Timely information is highlighted such as upcoming meetings, school calendar, assessments, etc. The school marquee serves as an effective reminder of important dates and upcoming events.

Parents should participate — Opportunities for parents to formulate suggestions, share experiences with other parents and participate, as appropriate, in decisions relating to the education of their children are made available throughout the school year at parent meetings and/or workshops. Parents are encouraged to share ideas and participate in discussions.

We respond to suggestions — Parents evaluate each parent workshop and are encouraged to make suggestions for improvement. When necessary, immediate action is taken on suggestions after consulting with the PIC and school administrators. Any unsatisfactory comments are acted upon appropriately.

Timely information will be provided to parents regarding:

- School programs - Teachers and administrators remind parents of the various school programs available for their children through regular meetings and other means throughout the year.
- Results of the annual school review (including school performance profiles) - School administrators are responsible for reporting this information to parents. This is done through the newspaper, website and status letter. Results of the spring Title I survey are shared with the spring Parent Advisory Council and BES School Council.

B.E.S. seeks to ensure that all information related to school and parent programs, meetings, and other activities is written in languages parents can understand. When needed, every attempt will be made to translate, interpret and maintain readability. The monthly newsletter, policies, and compacts are regularly translated.

Reaching Out

Battlefield Elementary works with community-based organizations and businesses and shares with them about opportunities to work with parents and the schools through the formation of partnerships.

Business representatives are encouraged to become involved in ways such as visiting classrooms and attending parent meetings as guest speakers and resource people. Providing motivation and encouragement to students as well as career and business information are the focus.

The school coordinates and integrates family engagement programs with agencies and other programs such as Communities in Schools (CIS), English to Speakers of Other Languages (ESOL), and Homeless (McKinney- Vento) etc.

The Catoosa County Learning Center offers literacy, technology and GED training free of charge to parents. Those interested should see the parent involvement coordinator for details. The Catoosa County Collaborative offers parenting skills classes to parents.



State Standards and GA Milestones Testing

Student performance standards – The classroom teachers and staff explain the state’s content standards, benchmark tests, and Georgia Milestones. Parents receive information on the student performance standards in report cards and through discussions with the classroom teachers. A parent workshop will be offered before state testing.

State and local assessments are explained to parents throughout the year at every family engagement meeting with accompanying brochures (also available in family resource center).

Take-home activities written by system PICs correlate to state standards. Parents may request these through the BES coordinator.

Ways to monitor their child’s progress and suggestions on how to improve academic performance will be ongoing for parents. Workshops/assistance will also be available to parents in how to best utilize the Parent Portal and homework websites. All curriculum nights focus on student achievement. Parents are encouraged to request conferences with teachers or administrators.

Student assessment results – The school is responsible for distributing test information to parents. Individual conferences are scheduled as needed; feel free to request a conference. Parents receive reports as soon as the state provides test results.

An explanation of school curriculum – Battlefield Elementary includes a student handbook in the school agenda. State standards for curriculum can be explored and examined on the GA DOE’s website. Workshops, letters, pamphlets, etc. are used to aid in understanding state standards.

Assessments that measure progress – Teachers and the school administrators explain the school’s assessments and learning levels at parent meetings. Report cards and progress reports keep parents informed. Two-way communication is solicited and detailed explanations from teachers, when needed are just a text, phone call or note away. The faculty and staff provide assistance to parents as they monitor their children’s progress through families’ preferred means. Student progress is discussed at regular family meetings.

**This card seeks input from families.
It is distributed at every meeting and is available in the Family Resource Center. Look for this card and fill one out to tell us what you think!**



**We need
your help!**

We need to hear from you about what we can do to improve your child's education. Check below how we can do that best:

- I would like a conference with my child's teacher.
- I need more information about what my child is learning this year.
- I want to know how Title I money is being spent on my child's education.
- I would like to make the following suggestion regarding how Title I money is spent.
- Other _____

My name is _____

Phone _____

Email _____

Return to your child's teacher.

